



Application for a lawful development certificate for a proposed use or operation

These notes provide a checklist to determine what information the Council requires to be submitted with your application.

If the required information is not provided then your application will be made invalid and we will not process it. In this case, we will try and speak directly to you stating what additional information is required and how and when this can be supplied.

Applications can be submitted online either via the Planning Portal: www.planningportal.gov.uk or <https://iapply.co.uk/>

Alternatively application forms can be downloaded from our website www.cotswold.gov.uk. If submitting a paper copy, please supply one copy of each document/plan. If you are still unsure about what information or plans that need to accompany your application please contact Customer Services (01285 623 000) or email planning.mail@cotswold.gov.uk

Once you have completed this checklist please send it or a copy to us with your application.

These are a special type of application that seeks to certify that a proposed use, development or operations is immune from enforcement action because it is lawful. There is no equivalent to certify that works do not need listed building, conservation area or advertisement consent.

Information required	Tick when provided
<p><u>Completed Application Form</u></p> <p>When required:</p> <ul style="list-style-type: none"> All applications <p>Information Required:</p> <p>Correct and fully completed planning application form, including a signed and dated ownership certificate (either A, B, C or D)</p>	
<p><u>Correct Planning Application Fee</u></p> <ul style="list-style-type: none"> CDC web-site Planning Fees page Planning Portal Fee Calculator 	



<p><u>Community Infrastructure Levy (CIL)</u></p> <p>When required:</p> <p>Any application that creates residential or retail floorspace (including conversions and replacements) might be liable to pay CIL.</p> <p>Information Required:</p> <p>If your proposal meets to criteria above, the following form must be submitted to validate the application:</p> <ol style="list-style-type: none">1. <u>CIL Form 1 – Additional information (PDF)</u> <p>If Form 1 indicates your application is CIL liable, the following form must also be submitted to validate the application:</p> <ol style="list-style-type: none">2. <u>CIL Form 2 – Assumption of liability (PDF)</u> <p>Further advice can be found <u>here</u>.</p>	
<p>Required Plans. (All plans should indicate: key dimensions and a scale bar. Imperial scales are <u>not</u> acceptable)</p> <p>For further information, e.g. on electronic submission and submitting plans – <u>Making a planning application</u></p>	
<p><u>Site Location Plan:</u> Ordnance Survey based, at a scale of 1:1250 or 1:2500</p> <p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• Up-to-date, with north marked, must cover a large enough area to enable the location to be easily found• Red outline to identify the application site (including visibility splays) and access point to the site from the public highway• Blue outline to identify other land owned by the applicant.	
<p><u>Existing and Proposed Site Block Plan:</u> at a scale of at least 1:500</p> <p>When required:</p> <ul style="list-style-type: none">• All applications <p>Information Required:</p> <ul style="list-style-type: none">• The existing site plan must show the existing structures, boundary treatments, trees etc. on the site	



<ul style="list-style-type: none">• The proposed plan must show the proposed development in relation to the site boundaries and other existing buildings on the site.• Any trees or hedges within the application site or on adjoining properties which are within falling distance of the proposed development• Any new boundary walls or fencing proposed as part of the development• The existing and proposed parking arrangements and details of access to the highway	
<p><u>Existing and Proposed Elevations and Floor Plans</u> at a scale of 1:50 or 1:100.</p> <p>When required:</p> <ul style="list-style-type: none">• Where alterations and/or extensions to an existing building are proposed,• When new building are proposed• Where any development is proposed below ground level <p>Information Required:</p> <ul style="list-style-type: none">• All sides of the proposal must be shown and labelled.• Where new buildings are proposed, plans showing the visual relationship of the new building(s) to neighbouring buildings should be shown• Floor Plans should detail any walls to be demolished/altered and show the uses of each room	
<p><u>Roof Plans (existing and proposed)</u> at a scale of 1:50 or 1:100.</p> <p>When required: Where any roof is being altered and the change cannot be adequately shown on the elevation plans.</p> <p>Information Required:</p> <ul style="list-style-type: none">• Plan showing the shape of the roof and any materials, roof lights, flues etc.	
Additional information that may also be required	Tick when provided
<p><u>Biodiversity Survey and Report</u></p> <p>When Required:</p> <ul style="list-style-type: none">• If proposals could affect any wildlife site, habitat, natural feature or species. <p>Information required:</p> <ul style="list-style-type: none">• Further advice on when an assessment is required can be found <u>here</u>.• Further advice on what information is required can be found <u>here</u>.	



Please note that if surveys are required following the desk based assessment these **will** be required to be submitted with the planning application.

Any mitigation or enhancements proposed should also be shown on the submitted plans/elevations.

Please Note: Cotswold District Council reserves the right to request further information, not listed above, that is reasonably required for the determination of your application.